

SANDY CITY  
APPROVED POSITION SPECIFICATION

- I. Position Title: Human Resources Specialist
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|-----------------------|----------------|
| <u>Revision Date:</u> | 6/13           |
| <u>EEO Category:</u>  | Admin. Support |
| <u>Status:</u>        | Non-exempt     |
| <u>Control No:</u>    | 30376          |

II. Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision of the Director of Human Resources performs a variety of personnel services for departments, including recruitment and selection, compensation and classification, employee relations, etc.

III. Essential Duties:

**A. RECRUITMENT AND SELECTION**

- Assist with the recruitment/selection process for the City, including logging applications into department software, creating new hire packets, assisting new hires to fill out paperwork and verifying eligibility of new hires through E-Verify.
- Address questions and concerns of applicants throughout the selection process.
- Conduct driver's licenses audits of new hires and current employees.
- Assist departments with establishing relevant selection criteria, applicant testing, assessments, interviews, etc.
- Assist with initial screening of applications when requested by participating departments.
- Monitor City's Equal Employment Opportunity/Affirmative Action program and submit required federal compliance reports and reports on City's EEO/AA efforts.
- Attend job fairs, as requested.
- Coordinate criminal background checks with the Sandy City Police Department and report results to City department directors, when necessary.
- Develop recruitment strategies to assist City departments to expand position hiring pools as needed.
- Create identification badges for new employees.

**B. CLASSIFICATION AND COMPENSATION**

- Complete annual market salary surveys.
- Assist with screening and approving performance reviews and recommended merit-based pay increases ensuring compliance with policy guidelines and budget constraints.
- Assist with the drafting and updating of Sandy City Approved Class Specifications (job descriptions).
- Assist in conducting job audits and analysis to maintain and update job descriptions and class specifications.
- Assist with the administration and monitoring of the City's classification program.
- Maintain the City's position control system in the Division's human resource/payroll database.
- In cooperation with other staff members, process classification paperwork and work with Payroll to ensure all necessary documentation is received.

**C. EMPLOYEE RELATIONS**

- Assist in conducting investigations of claims of harassment, discrimination, etc.
- Serve as the City's charitable giving coordinator.
- Assist with miscellaneous award and benefit programs.

**D. EMPLOYEE ORIENTATION**

- Assist with new employee orientation program, including policy and procedure orientation, benefit enrollment and new employee sexual harassment training.

- Assist in addressing benefit concerns of applicants throughout the selection process.
- Follow up with departments to ensure all hiring documentation is submitted to Human Resources.

#### **E. PERSONNEL RECORDS**

- Monitor files for completeness and for compliance with applicable requirements.
- Perform document imaging on selected documents and file documents in personnel, medical and I-9 files.

#### **F. CUSTOMER SERVICE**

- Provide customer service for walk-in public and employees.
- Answer incoming calls and direct inquiries to appropriate individuals.

### **IV. Marginal Duties:**

- Assist the Benefits Coordinator with benefits administration and the wellness program as needed.
- Perform special projects as assigned by the Director of HRa.
- Assist with employee training.
- Perform other duties as assigned.

### **V. Qualifications:**

**Education:** Requires the equivalent of one year of college level courses in human resource management, business, finance, accounting or other related field. One year of on the job training in these areas may be substituted.

**Experience:** Requires two years related experience in human resource management, compensation and classification and/or benefits administration.

**Certificates/Licenses:** Valid Utah Driver's License is required.

**Probationary Period:** A one-year probationary period is a prerequisite to this position.

**Knowledge of:** Current private and public sector personnel management methods and practices and regulations, including but not limited to: Equal Employment Opportunity, Civil Rights Act - Title VII, FLSA, ADEA, ADA, FMLA and other personnel laws concerning public sector human resources/benefits administration; computer capabilities and applications; word processing, databases, spreadsheets and document imaging software; correct English usage, vocabulary, spelling and arithmetic.

**Responsibility for:** Responsibility for carrying out decisions that affect the activities of people, including worker motivation and satisfaction; working credibly with confidential personnel and medical information; and screening and recommending applicants for positions. Responsibility for actions that may lead to liability from a risk management perspective.

**Communication Skills:** Contacts with other departments, furnishing and obtaining information; contacts with other departments, requiring tact and judgment to avoid friction; communicate effectively verbally and in writing.

**Tool, Machine, and Equipment Operation:** Requires regular use of computer and telephone; and frequent use of a copy machine, fax machine, audio visual equipment and 10-key.

**Analytical Ability:** Establish and maintain effective working relationships with employees, executives and the public; apply general problem solving and analytical principles to effectively deal with various situations.

### **VI. Working Conditions:**

*Physical Demands:* While performing duties of job, employee typically handles office equipment, objects or controls. Moderate physical exertion is present because of moderate stooping and kneeling required. Employee may sit or stand for long periods of time and may occasionally move up to 20 pounds. Employee frequently communicates with others.

*Work Environment:* Employee will work in a generally comfortable office setting. The noise level in the work environment is usually minimal. Moderate pressure and fatigue are present due to frequent exposure to stressful situations as a result of human behavior and frequent deadlines; limited evening and weekend work required; very frequent contact with employees and the public; near constant mental application; occasional exposure to inclement weather conditions visiting work places and work sites of employees.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

PERSONNEL DEPT. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_